



## APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor  
Employment Security Agency  
Administrative Services Division  
Records Management and Controls

**INSTRUCTIONS:** The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/4/82	1. Agency Address Georgia Department of Labor Unemployment Insurance Service 254 Washington Street Atlanta, Ga 30334	Application Number 82-5	
Application Number 82 DOL-1		Date Received JAN 5 1982	Date Completed FEB 1 1982
2. Person to Contact Ken Cochran		Working Title Trade Act Coordinator	
		Telephone Number 656-4343	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975	5. Records Series Title (followed by title used in office; if different) Trade Readjustment Act Claims Files		
Latest present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Unemployment Insurance Service plans and directs the determination of employer liability collection of wage and tax reports, and processing of claims in accordance with the Georgia Employment Security Law and the federal Unemployment Compensation program.  The Trade Reduction Act covers employees of certified employers who have been displaced due to disproportionately high, competitive imported manufactured goods. Affected employees receive additional unemployment compensation benefits after the industry has been certified for sufficient competitive damages by the federal DOL.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: filing claims for TRA benefits  Included are: Weekly Request for Allowances by Worker in Training, Trade Act of 1974 (MA8-58A), TRA Pay Order Card (ESA-1906), also the MA8-55, ESA-311  File is arranged: by petition number from employer on behalf of affected employees, thereunder, by the last four digits of the recipient's social security number			
8. Monthly Reference Rate One to six months old 100; Seven to twelve months old 50; Thirteen to twenty-four months old 25; twenty-five months and older 1			
How often are records referred to which are:			
9. Annual Rate of Accumulation of Records Letter-size drawers 2; Legal-size drawers; Shelves; Other (specify) accumulation to-date 15 cf			

(Over)

ESA-144 (3/80)  
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Is this a vital record?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. Does this series have historical or long term research value?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |  |                                   |                |
|--------------------------|--|-----------------------------------|----------------|
| a. State Law             | Claims can be made on an employer's TRA petition up to but no more than 2 years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years.   | e. Administrative need            | 2 _____ years. |
| c. Federal Law           | _____ years.   | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

CFR 91.61, disclosure of information is expressly prohibited of any individual's identity "in any manner," with exceptions outlined in sub-paragraphs a-e including to public assistance agencies and law enforcement agencies.

See Public Law 93-68 on TRA law; see also Code of Federal Regulations -29 Sec 91

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other filing date by employer then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 3 year(s); then on the successful completion of all audit requirements, destroy
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Norman E. Bransford /ans	12-14-81	William H. Johnson	12/31/81
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
Valle /2007	12-16-81	Michael J. Tucker	11/17/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee
	State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee
	State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee

(Reverse Side)